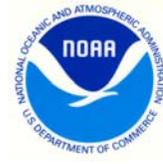




Minutes of the NOAA Aviation Safety Board Meeting



August 5, 2008

Minutes of the Aviation Safety Board (ASB) Meeting

Date: Tuesday, August 5, 2008

Time: 13:30 (EST)

Membership Required by Charter:

Chairperson: NOAA Aviation Safety Program Manager

Voting Members:

- Chairperson
- Aircraft Operations Center (AOC)
- NOAA Safety Office
- NMFS
- NOS
- NWS
- OAR
- NESDIS

Observers:

- NOAA General Counsel (GC)
- NOAA Acquisitions and Grants Office (AGO)
- NOAA Workforce Management Office (WFM)
- NOAA Program Planning and Integration (PPI)

Board Members/Observers present:

- Jim Kelley, Aviation Safety Program Manager (Chairperson)
- Craig Gillis, NOAA Safety Office
- CAPT Michael Gallagher, NMFS

Board Members/Observers in Teleconference:

- Don Aiken, AOC
- CDR Jeff Hagan, AOC
- CDR Mike Weaver, NOS
- David Meeks, NWS

Board Members/Observers absent:

- OAR
- NESDIS
- GC
- AGO
- WFM
- PPI

Additional Non-voting members Present:

- Ken Langert (Recorder)



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Agenda Item discussed:

1. Jim Kelley welcomed the members and opened the ASB meeting at 13:30 EST with a roll call, and discussed the background of the Terms of Reference (TOR) for the ASB.
2. The agenda was to discuss and review edits to the TOR. Jim opened the meeting for comments.
3. David Meeks (NWS) provided comments and edits for review and also questioned where the requirement for Aviation Safety Officer Certification for Board members came from, which is unclear as to the origin; however, all Board members present agreed the Preferred qualification is a key statement in the TOR. Craig Gillis (SECO), and CAPT Michael Gallagher (NMFS) recommended sending field level representatives to get the certification and act as technical advisors to the Primary member, which the Board agreed was acceptable; however, if at all possible the Primary member is highly encouraged and is preferred to accomplish the certification as well.
4. A recommendation was approved to delete #4... "Physically located in the D.C. area."
5. Next item discussed were the NOAA Aviation Safety Board Roles and Responsibilities. Craig mentioned that the CAO has responsibility for all NOAA Safety and needs to be kept informed. The Board recommended Director, OMAO discuss and define roles, responsibilities, and scope with the CAO at a later date. Currently, the TOR is approved and signed by the Director, OMAO. Jim will brief the Director on this action. **(Action Item – Jim Kelley)**
6. The Board also defined Consensus to mean all voting members will cast a vote, and the Chairperson will have full closure, meaning the discretion on the timing of the vote if members are not in agreement.
7. Finally, the Board defined a Quorum to mean at least 5 of 8 voting members must be in attendance to constitute a quorum. A virtual vote or vote ahead of time or subsequent (if absent) would also be allowed.
8. The next ASB meeting is TBD and will be posted on the Aviation Safety website. This meeting was adjourned at 14:30.

Announcements:

David Meeks and Joel Curtis are replacing Freddy Peters (NWS) on the Board. Also, Jeanie Jennings replaces Helen Hurcombe (AGO). Both Helen and Freddy have been with the program since inception. I offer my sincere thanks and wish them well.
Ken Langert departs for the FAA. We will really miss him. Having a pilot and a safety professional here at OMAO has been a significant benefit to all of us. Good luck Ken. You will be missed.